



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
UNIT 21104, RAY BARRACKS
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #2, Equal Opportunity (EO) Program

1. References.

- a. AR 600-20, Army Command Policy, Chapter 6, Equal Opportunity, 13 May 2002.
- b. DA PAM 600-26, Department of the Army Affirmative Action Plan, 23 May 1990.
- c. V Corps Policy Memorandum #1, Equal Opportunity (EO) Program, 26 November 2001.
- d. V Corps Policy Memorandum #2, Prevention of Sexual Harassment, 14 September 2001.
- e. 1st AD Regulation 600-21, 1st AD Human Relations and Equal Opportunity (HREO) Program, 17 September 2000.

2. The Equal Opportunity (EO) Program supports readiness in that it formulates, directs, and sustains a comprehensive effort to maximize human potential. Each member of 1st Brigade Combat Team, 1st Armored Division, will be treated with dignity and respect and without regard to race, color, religion, gender, or national origin. All soldiers in 1st Brigade Combat Team will receive equal opportunity, especially when considered for promotions, appointments, schooling, assignments, career progression, awards, discipline, retention and separation.

3. Ensuring Equal Opportunity is the expectation of all leaders within my command. Soldiers who interact well in a climate with a strong sense of equal opportunity and gender awareness are more productive, team oriented, better understand their mission, and able to remain focused on mission accomplishment. Commanders, supervisors, and senior noncommissioned officers are the cornerstones of a healthy equal opportunity environment and will set the example they expect their soldiers and civilian employees to follow.

4. The 1st Brigade Combat Team Equal Opportunity Officer is available to assist commanders and those who have complaints. The Brigade EO advisor can be contacted in Room 214, Bldg 3611 (Brigade Headquarters), Ray Barracks, DSN 324-3513.

READY FIRST!

Encl

//s//
SEAN B. MacFARLAND
COL, AR
Commanding

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Equal Opportunity Complaint Procedures

2. References.
 - a. DOD Directive 7050.6 Military Whistleblower Protection, 12 August 1995.
 - b. AR 600-20, Army Command Policy, 15 July 1999.
 - c. 1AD Policy 1-5 Equal Opportunity Complaint Procedures.
 - d. V Corps Policy Memorandum 3, Equal Opportunity Complaint Process, 30 April 1998.
3. All Soldiers, family members and DA civilians have the right to present a discrimination or sexual harassment complaint to the command without fear of intimidation, reprisal, or harassment and to receive assistance from the chain of command for quick and timely resolution.
4. The preferred method of handling a sexual harassment or discrimination complaint is to address the offender. If not effective or appropriate, the chain of command should be notified next to address the issue. If circumstances indicate this method not appropriate, complaints may be brought directly to an EO advisor or other appropriate agency.
5. If a complaint is made, the commander or agency may resolve it through informal or formal procedures. Informal is the preferred method allowing the chain of command or agency (Equal Opportunity Office, Chaplain, Inspector General, Judge Advocate General, Provost Marshal, criminal investigators, medical agencies or Chief, Housing Referral Office) to work the issue through a variety of means including mediation, training or counseling, etc. Regardless of what type of complaint is filed, the agency that receive it will tell the complainant what role the agency has, how the complaint will be processed, and will assist the commander in resolving the complaint at the lowest level possible.
6. From the last alleged incident of discrimination or sexual harassment, an individual has 60 calendar days to file a formal complaint. All incidents of discrimination and sexual harassment over 60 days may be investigated at the commander's discretion. Civilian employees have 45 calendar days from the date of the alleged act of discrimination to file a complaint with the local EO Office.
7. Soldiers electing to file a formal complaint will swear or affirm the complaint out on DA form 7279-R to Ready First EOA. Upon receipt of a complaint, the commander will ensure that the complainant has been sworn or affirmed to the complaint (Block 9a, DA Form 7279-R). If not, the commander will administer the oath and annotate it on the complaint form. The commander will fill out block 10a acknowledging receipt of the complaint form.

Commanders will notify the General Courts-Martial Convening Authority, within 72 hours of receipt, of all formal complaints and provide weekly updates until final resolution of the complaint. I will be notified immediately of any cases, in which the alleged offender is a senior noncommissioned officer, warrant or commission officer.

8. Upon receipt of a formal complaint, the commander will either conduct an investigation personally or immediately appoint an investigating officer according to the provisions of AR 15-6. If the commander elects to investigate the complaint personally, he or she must still follow procedures outlined in AR 15-6.
9. Upon appointment, the 15-6 investigating officer will meet with the Ready First EO Advisor and Staff Judge Advocate before the investigation and prior to submitting his or her finding and recommendation to the commander. The investigating officer has 14 calendar days from the date the complaint was filed to complete the investigation.
10. If it becomes impossible to complete the investigation within 14 calendar days, The Brigade may obtain a written extension from the Division Commander. This extension will not exceed 30 calendar days. Any additional extension must be approved by the first general officer in the chain of command.
11. The commander who appointed the 15-6 officer will keep the complainant informed of the status of the complaint verbally and must provide written feedback to the complainant within 14 calendar days from the date the complaint is filed. The complainant will also be informed that they have 7 calendar days to appeal to the next higher commander if they are not satisfied with the findings of the investigation. The final appeal authority is the Commanding General, 1st Armored Division.
12. The commander of the accused, with the assistance of the Ready First Equal Opportunity Advisor, will develop a reprisal plan to protect the complainant, any named witnesses, and the alleged perpetrator from any acts of reprisal. The reprisal plan will become part of the completed case file. Individuals counseled will initial the plan. Copies of the plan will be provided to the investigating officer and to the complainant's commander if the complainant and accused are not in the same command at which level the investigation is being conducted. All formal complaints will be documented and maintained on file by the Ready First EOA.